

Executive Council Agenda

Feb. 3, 2023

9:00AM

Location: ReEstablish Richmond is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/85640270344>

Meeting ID: 856 4027 0344

One tap mobile

+13092053325,,85640270344# US

+13126266799,,85640270344# US (Chicago)

EC Roll Call:

ONA Staff:

Absent:

Time	Discussion	Decisions / Actions
9:00 AM	Welcome/Intro (Kate)	
9:02 AM	<ul style="list-style-type: none">● Roll Call	
9:05 AM	Public Comment	

2023 ONAAB Framework

Major Focus Areas:

1. More transparent communication (within ONAAB, with ONA, with our constituency)
2. Build better relationships with legislators and state agencies
3. Create a framework for a Welcoming Commonwealth
4. Create a longer-term strategic plan that is aligned with, but separate from, the ONA plan
5. Empower board members to write a stronger report

MORE TRANSPARENT COMMUNICATION

- Within the ONAAB
 - Establish a point person to send weekly communication to ONAAB (Ahoo)
 - Consolidates information from Grace
 - Shares events that would be pertinent to our work
 - Includes survey so board members can more consistently report their activities
 - Shares dates for upcoming VCCI meeting
 - *NEED: Is there someone who is interested in helping develop EXTERNAL communication (social media and newsletter)*
- With ONA
 - Regular meetings with Seyoum and EC or Chair
 - Grace shares info to comms person to share out to the whole board
- With our constituency
 - *NEED: Is there someone who wants to help plan or host a town hall? Plan at least one listening session/town hall in conjunction with one of the board meetings*
 - Require committees to hold at least one listening session on a topic they plan on focusing on this year.
 - *NEED: Is there someone who is interested in helping develop EXTERNAL communication (social media and newsletter)*

BUILD BETTER RELATIONSHIPS WITH LEGISLATORS + STATE AGENCIES

- Invite a panel of legislators to present at a meeting with the goal of teaching board members how they can engage. (With practical takeaways)
- Set expectation that committee members meet/engage with at least one legislator or point person from a state agency connected with one of their recommendations.
- Invite someone with experience (maybe a current board member?) to share their story of how working with a legislator helped them push something forward

CREATE A FRAMEWORK FOR ESTABLISHING A WELCOMING COMMONWEALTH

- Invite Ahoo, Delegate Rasoul, and any others to a meeting to share about what this looks like in Roanoke
- Engage Welcoming America's resources and send at least one member to their annual convening
- *NEED: Establish a team of board members who want to take a lead on developing this framework. (Eric and Ahoo)*
 - Establish a timeline for the development of and rollout of the Welcoming Commonwealth Initiative
 - Team will be given time at board meeting to share their progress and get feedback from board members. (July board Meeting)

CREATE A LONGER-TERM STRATEGIC PLAN FOR ONAAB

- Grace will share the ONA plan with the full board during a meeting and provides a copy to the board
- *NEED: Establish a team of board members to take the lead on developing the strategic plan*
 - Team will establish a timeline for the development of and rollout of strategic plan
 - Team will look at how the ONA plan overlaps with ONAAB roles and responsibilities and identify areas of common interest
 - Team will be given board meeting time to share progress (October Board Meeting)

EMPOWER BOARD MEMBERS TO WRITE A STRONGER REPORT

- Invite an expert to give a "report writing 101" (do we have a current board member or invite someone from another board?)
- Provide a stronger template/framework to committees to use when planning/developing their arguments to support recommendations
- Set expectation for committees to talk to Michael about what data could support their recommendations, as well as Eva and Ahoo in language access
- Utilize committee meetings to do a deep dive into Latino and Asian Advisory Board reports
- Possibly Invite the Latino and/or Asian Advisory Board chairs to speak in a meeting about what they are working on
- Invite a speaker, Mireya Reith that can speak to ways we can communicate across the aisles and work more collaboratively to accomplish our goals
- Michael helps us build our understanding of how data can be used to tell our story- possible presentation at Jan. meeting

2023 Meetings

January 4, 2023	Empower board members to write a stronger report
April 12, 2023	Build better relationships with legislators and state agencies
July 12, 2023 (virtual)	Create a framework for establishing a welcoming commonwealth
October 4, 2023	Create a longer-term strategic plan for ONAAB



January 17, 2023

Honorable Glenn Youngkin, Governor of Virginia and Jeff Goettman, Chief of Staff:

As Chairs of the New American Advisory Board (Kate Ayers-ONAAB), Virginia Asian Advisory Board (Suja Amir-VAAB), and the Virginia Latino Advisory Board (Lyons Sanchezconcha-VLAB), we are writing to highlight the importance that Virginia pursue and realize a statewide language access plan to address the needs of our growing foreign-born population. All three of our advisory boards prioritized the need for improved language services across state agencies in our most recent reports.¹ In addition, we recommend that this funding be allocated to the Office of Americans so that they can begin implementation of a statewide access plan, and that any unused funding be able to be carried over into the next fiscal year, maximizing the strategic use of the funds. We would like to highlight that this is not a request for additional money, and this would only require a net-zero transfer that will not accrue any cost to the Commonwealth.

Providing meaningful language access is a legally protected human right under Title VI of the Civil Rights Act of 1964 and Executive Order 13166 (2000),² and the current patchwork of language access policies is a significant barrier to new Virginians who need information translated for them to get accurate information, access public benefits, vote, and so much more. In addition, the ONAAB recently surveyed 159 stakeholders in the public and private sectors across the state and identified language access and the lack of sufficient and accessible English classes was one of the top barriers to integration.³ While communities who are new to the U.S. are still mastering the English language, resources and support systems across the state can ensure that everyone can have equal access to call Virginia their new home to live, work, and raise a family.

We are thankful that you worked with lawmakers last year to include \$2.5 million each year for FY23 and FY24 in the most recently approved budget to help meet the language access needs mentioned above. Unfortunately, these funds have not been appropriated to any state agency, and we believe that the Office of New Americans has the best strategy and expertise to create a unified pathway to improved language access across the Commonwealth. As such, we hope we

¹ [VLAB Report \(virginia.gov\)](#) [VAAB Report \(virginia.gov\)](#) [ONAAB Report \(virginia.gov\)](#)

² [Title VI of the Civil Rights Act of 1964 | CRT | Department of Justice](#)

³ [Unmet Needs of New Virginians](#)

can count on our administration's support for budget amendment Item 485 #2s introduced by Senator Hashmi and we hope that the administration will work with budget leaders to move the \$5 million in General Fund resources to ONA by moving the funds from Central Appropriations to Secretary John Littel's secretariat. It is important to note that this is only a technical change and will not cost the state any additional resources.

Lyons, Suja, and I have reviewed the Office of New American's plan to utilize the 2.5 million in funding to launch a statewide language access plan. We agree that the following components are essential to effectively addressing the needs of new Virginians and maximizing their potential to be key economic drivers in a growing economy.

1. We need a statewide language access coordinator who can begin the work of researching and defining the best practices for implementing a language access plan.
2. We need to assess the current assets and gaps that already exist across state agencies and throughout the larger community.
3. We need to identify the most essential documents and information that needs to be translated into the top 10 languages spoken by our foreign-born residents.
4. We need to identify and increase the capacity of effective English Language Learning Programs to create stronger connections between English Language Learning programs and workforce development initiatives.

In short, our ask is two-fold: to move the existing language access funding to the Office of New Americans to create a statewide language access plan and carryforward the \$2.5M to FY23 and FY24 so it is available to spend after June 30, 2023. We are happy to meet and discuss in more detail about not allowing portions of the \$5 million allocated to expire and why we believe that the Office of New Americans has the expertise and centralized purpose to create, implement, and manage an ongoing language access plan for the state of Virginia. It is vital that they play this centralized role in providing ongoing support to state agencies as they work to develop and implement their own language access plans.

Sincerely,

Kate M. Ayers, Chair, Office of New Americans Advisory Board



Suja Amir, Chair, Virginia Asian Advisory Board



Lyons Sanchezconcha, Chair, Virginia Latino Advisory Board





Language Access in the Public and Private Sector

Kate Ayers, Executive Director of
ReEstablish Richmond and Chair of the
ONAAB

Ahoo Salem, Executive Director at Blue
Ridge Literacy and Secretary of the ONAAB



VIRGINIA
NEW
AMERICAN
ADVISORY
BOARD

Out loud or in the chat, please
share any questions that you
hope to be answered today.

Agenda

Who is the Office of Americans and Office of New Americans Advisory Board?

What is happening with language access at the state level?

What is happening at the local level?

What is the impact when Language Access is addressed?

Background of ONA and ONAAAB



ONA=Office of New Americans

This office was established in 2020 under the Department of Social Services with the purpose of implementing a statewide strategy to promote the economic, linguistic, and civic integration of new Americans in the commonwealth. Senator Hashmi was the leading legislator on establishing this office.

ONAAB=Office of New Americans Advisory Board

This Advisory Board advises Virginia's Governor (and its legislators) on ways to improve state policies and programs to support the integration of immigrants in Virginia.

Out loud or in the chat, please
share examples of language
access barriers new Americans
may face when accessing **state
resources.**

What has ONA accomplished so far?

ONA worked with VCU to publish a report entitled [Barriers to Integration and the Immigrant Integration Project.](#)

Worked in the previous administration to gather stakeholders in language access work groups and begin formulating the components of a language access plan.

This work did not get pushed forward in the new administration due to the restructuring of the Office of Diversity, Opportunity, and Inclusion.

How does ONA want to address language access?

- Hire a state-wide language access coordinator who can begin the work of researching and defining the best practices for implementing a language access plan.
- Assess the current assets and gaps that already exist across state agencies and throughout the larger community.
- Identify the most essential documents and information that needs to be translated into the top 10 languages spoken by our foreign-born residents.
- Increase the capacity of effective English Language Learning Programs and create stronger connections between English Language Learning programs and workforce development initiatives.

Roundtable Discussion on Developing a Framework for Language Access and Workforce Development Programs in Virginia

- Spearheaded by ONA, with participation of ONAAB's Language Access Co-leads in July 2022
- Multi-stakeholder roundtable with 40 participants representing government agencies, non-government organizations, special interest groups, and leaders from refugee and immigrant communities
- Two-fold goal:
 - Learn about the need, challenges, and existing resources
 - Development of a Continuum of Integration guide for refugees and immigrants
- Next steps:
 - Report detailing outcomes of the roundtable
 - More roundtables and opportunities to engage with and hear from stakeholders
 - Let us know if you are interested in participating in the next discussions

Roundtable Discussion on Developing a Framework for Language Access and Workforce Development Programs in Virginia

Language Access	Workforce Development
<p>Needs:</p> <ul style="list-style-type: none"> • Education and training <ul style="list-style-type: none"> • Service providers and communities on the legalities of language access services for LEP services that received government funding • LEP individuals on their right to language access • Developing guidelines and frameworks on language access <ul style="list-style-type: none"> • How language access works • Statewide language access plan • Directory of qualified language access providers by localities 	<p>Needs:</p> <ul style="list-style-type: none"> • Information <ul style="list-style-type: none"> • Resources LEP individuals need to navigate VA <ul style="list-style-type: none"> • e.g. VA department of labor, DMV • Establishing small business/ small business incubators • Strengthening educational and trade-based programs <ul style="list-style-type: none"> • Associate or skill-based courses • Collaboration between industry leaders and educators <ul style="list-style-type: none"> • Ensure high-demand courses are made known and opened for diverse groups. • Advocacy to reduce bias for LGBTQ community and other special interest groups
<p>Challenges:</p> <ul style="list-style-type: none"> • Funding • Training and qualification <ul style="list-style-type: none"> • Frontline lines workers regarding the importance of language access • Qualified and competent interpreters • Language access is not a state priority despite multiple research and information highlighting its importance 	<p>Challenges:</p> <ul style="list-style-type: none"> • Funding • Childcare • Transportation • Inadequate affordable and accessible skill-based training programs

Current Situation at the State Level

Budget Bill HB30 approved 2.5 million for state agencies to improve language access. This money has not been used by any agency yet. The Office of New Americans is requesting the funds so that they can develop and implement a state-wide language access plan.

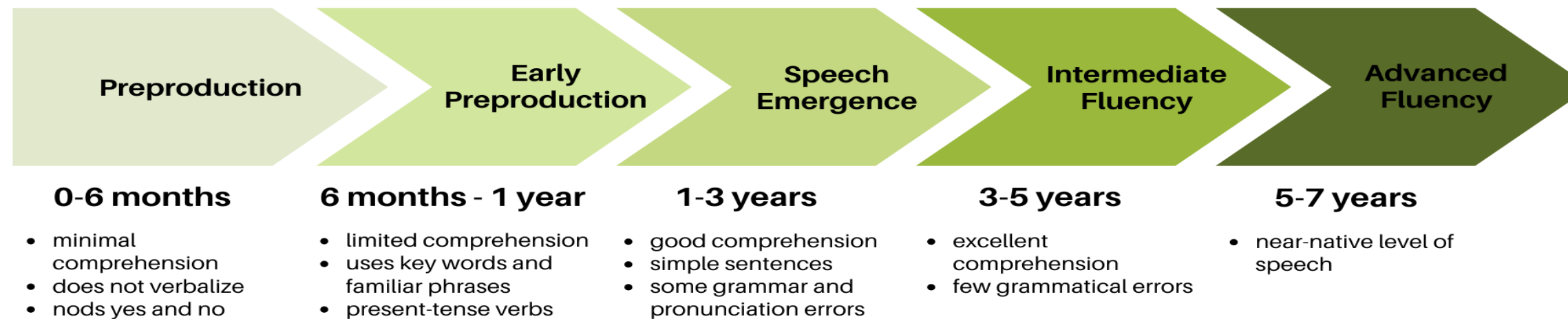
What can you do?

Contact your state legislators or [Senator Hashmi](#) or [Delegate Tran](#) and share your belief that VA needs a unified language access plan as opposed to the current patchwork of policies.

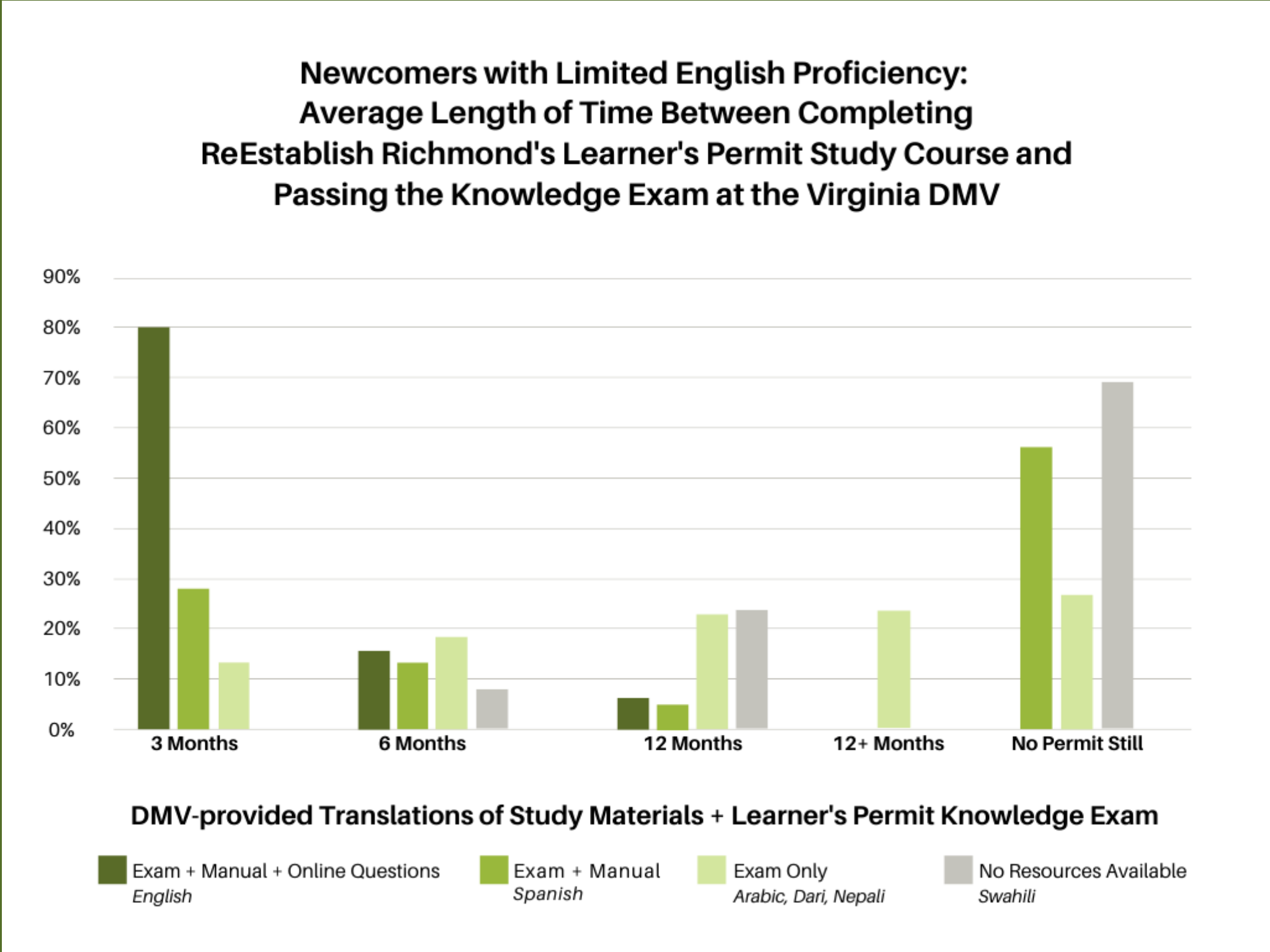
Out loud or in the chat, please
share what **you** do or have
done to support language
access efforts in your **agency**
or organization.

It takes 5-7 years of intensive study to gain intermediate to advanced English Skills

Stages of Second Language Acquisition



The more resources that are provided a person's primary language, the faster they will meet their goals.



Our Report

BARRIERS AND BURDENS:

Lack of Language Access at the Virginia DMV Creates Roadblocks for Refugee and Immigrant Newcomers

March 2, 2021

Laura Berge Jones, ReEstablish Richmond

Luis A. Oyola, Legal Aid Justice Center

Jennifer Kwon, Legal Aid Justice Center



What happens when meaningful and accessible language access is provided?

Before 2020=Classes offered to limited numbers of people when we had the resources

Impact: It took clients 1-3 YEARS to earn a license or permit using this model

After 2020=Workshops provided and digital resources provided in client languages

Impact= It took clients 1-3 MONTHS to earn a license or permit using this model





TO LEARN MORE



Visit ONAAB Website:

[Office of New American Advisory Board \(virginia.gov\)](http://virginia.gov)

Visit ReEstablish Richmond Website:

[Language Access — ReEstablish Richmond](http://reestablishrichmond.org)

Contact:

Kate Ayers, Chair, ONAAB
kate@reestablishrichmond.org

Apply to be on ONAAB:

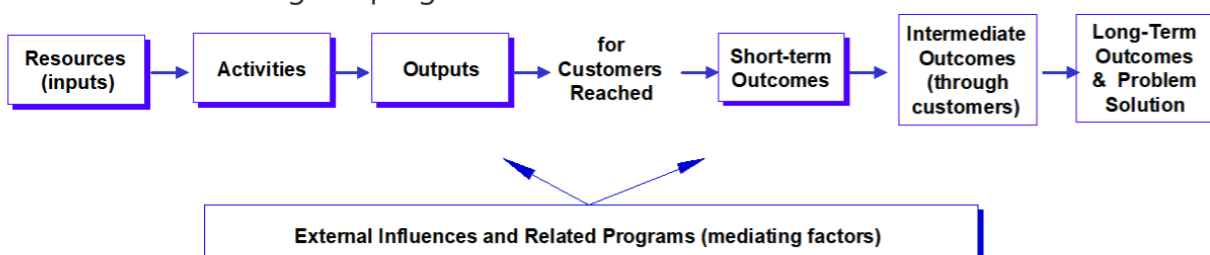
[Secretary of the Commonwealth - Appointment Openings \(virginia.gov\)](http://virginia.gov)

ONAAB Strategic Plan

- I would like to work on developing a Logic Model for ONAAB to help produce a Strategic Plan
 - It can help us explain who we are and what we do (**Communications**)
 - Identifies how we can target improvements to be more effective (**Efficiency / Effectiveness**).
- I think an advisory board is much simpler than most organizations
 - But it is limited because we don't have complete control over much of our workers / limited resources
 - Must engage the community and New Americans to be effective
- Strategic Plan would focus on long-term issues
 - It would restate our charge and mission
 - What we do in general, and how we do it, rather than specifics on programs and recommendations
 - **Kate: do you agree?**
 - Linguistic / Data / Community engagement would be long-term programs. There may be others too.

Logic Models overview

- Shows difference between what we do and impact we are having
- Provides a common vocabulary and provides us a common understanding of the board
- Helps us focus on opportunities for improvement
- It tells “why” a program exists, “how” the program works, and identifies external factors influencing the program.



My former office's logic model :

[W](#) OIS Program Logic Model - V3.doc 87 kB

Foundational Documents

[ONAAB Mission, Principles, and Committees](#) (Mission may have been changed)

[Grace's Summary of ONA Responsibilities and Priorities](#)

Initial Thought on ONAAB Logic Model

- No control over board members, but how do we prepare them to be effective?
(**Resources**)
 - Explain to new members how the board works
 - Empower them to interact with the community
 - Use their expertise -- placement on various committees
 - Consistency over time (don't want us to relearn every year)
 - soon everyone will be on a 4-year term
 - Other resources
 - State and local Government
 - Service Providers
- How do we promote new american's integration? (**Activities**)
 - Identifying good programs and practices
 - Publicize and encourage them
 - Identify problems
 - Resolve them through state agencies or through legislation
(**recommendations**)
 - Requires us to be out in the community and engaged in fact finding
- Identify Key Partners and stakeholders (**Customers**)
 - Customers
 - New Americans (Immigrants / Refugees)
 - Governor
 - Legislature
 - Service Providers
 - Partners
 - ONA

- DSS
 - VA Latino Board
- External Influences and Related Programs (**External Influences**)
 - Governor
 - Legislature
 - Money?
 - ONA capability
 - FOIA and meeting rules
- **Long-term outcomes**
 - Language Ability
- **Short-term outcomes**
 - Data to identify problems and measure progress
- Other
 - How much time is devoted to supporting ONA, key legislators, the community?
 - Who specifically are our key constituents?
 - In the legislature, or at the Cabinet level.

The Office of New Americans was created under §63.2-209.1 in 2020 as an office within the Department of Social Services. The Office of New Americans incorporated the existing Office of Newcomer Services into a new office specifically to assist immigrant integration within the Commonwealth on an economic, social and cultural level. Under the authorizing code, the Office shall:

1. **Implement a statewide strategy** to promote the economic, linguistic, and civic integration of new Americans in the Commonwealth. (We can't implement anything, but I believe the following lays out what we do)
2. **Work with localities** to coordinate and support local efforts that align with the statewide strategy to promote the economic, linguistic, and civic integration of new Americans in the Commonwealth;
3. **Provide advice and assistance to new Americans** regarding (i) the citizenship application process and (ii) securing employment, housing, and services for which such persons may be eligible;
4. **Provide advice and assistance to state agencies** regarding (i) the coordination of relevant policies across state agencies responsible for education, workforce, and training programs, including professional licensure guidance, small business

development, worker protection, refugee resettlement, citizenship and voter education or engagement programs, housing programs, and other related programs, and (ii) the dissemination of information to localities and immigration service organizations regarding state programs that help new Americans find and secure employment, housing, and services for which they may be eligible;

5. **Educate localities and immigration service organizations** on health epidemics and unlawful predatory actions, such as human trafficking, gang recruitment, and fraudulent financial and other schemes, to which communities of such persons may be especially vulnerable;

6. Serve as the **primary liaison with external stakeholders**, particularly immigrant-serving and refugee serving organizations and businesses, on immigrant integration priorities and policies.

7. Partner with state agencies and immigrant-serving and refugee-serving organizations and businesses to **identify and disseminate beneficial immigrant integration policies and practices** throughout the Commonwealth;

8. **Manage competitive grant programs** that replicate beneficial practices or test new innovations that improve the effectiveness and efficacy of immigrant integration strategies; and

9. **Advise the Governor, cabinet members, and the General Assembly** on strategies to improve state programs to support the economic, linguistic, and civic integration of new Americans throughout the Commonwealth. 2021-2022

The Office of New Americans Advisory Board (the Board) was created in 2020 under §2.2-2496 and established as an advisory board, within the meaning of § 2.2-2100, in the executive branch of state government. The purpose of the Board is to advise the Governor, cabinet members, and the General Assembly on strategies to improve state policies and programs to support the economic, linguistic, and civic integration of new Americans throughout the Commonwealth. Under the authorizing code, the Board shall have the following powers and duties:

- **Advise the Governor** on ways to improve state policies and programs to support the economic, linguistic, and civic integration of new Americans throughout the Commonwealth;
- **Undertake studies, symposiums, research, and factual reports to gather information** to formulate and present recommendations to the Governor related to issues of concern and importance to new Americans in the Commonwealth;

- **Advise the Governor** as needed regarding any statutory, regulatory, or other issues of importance to new Americans in the Commonwealth;
- Collaborate with the Department of Social Services and other public and private entities to **recognize and call attention to the significant contributions of new Americans** in the Commonwealth; and
- **Report annually** by December 1 to the Governor and the General Assembly on the activities of the Office of New Americans and provide recommendations for improving state policies and programs to support the economic, linguistic, and civic integration of new Americans throughout the Commonwealth.

Key Questions from a paper I read on advisory boards for child mentoring programs

- Do you want an advisory committee that can advocate for your program and increase its visibility, both internally and externally?
- Do you want a working committee that can take on specific tasks to support your activities, or an advisory group that can provide informed input as you plan new activities or develop policies and procedures?
- Do you need the advisory committee as a structure for keeping partners engaged and community members informed, or would it be most helpful to have a small group of people with specific skills and connections that can help you get things done?
- What decisions can this group make? Will your board of directors need to approve any actions the group wants to take? How will the advisory committee communicate with the board of directors?
- Who will staff the advisory committee? Are any funds available to provide such basics as refreshments at meetings?

COMMONWEALTH OF VIRGINIA



Office of New Americans Advisory Board Standard Operating Procedures

DRAFT

Prepared By Board Chair and DSS Board Liaison, January, 2023

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OVERVIEW

This guidance document has been created to outline the operations of the Office of New Americans Advisory Board in its work to advise the Governor, Cabinet Members, and the General Assembly on strategies to improve state policies and programs to support the economic, linguistic, and civic integration of new Americans throughout the Commonwealth.

PURPOSE, POWERS, AND DUTIES

On April 10, 2020, the Office of New Americans Advisory Board (“Board”) was established as an advisory board, within the meaning of Code of Virginia § 2.2-2100, in the executive branch of state government. The purpose of an advisory is to provide advice and comment. An advisory board serves as a formal liaison between the agency or office and the public to ensure that the agency or office understands public concerns and that the activities of the agency or office are communicated to the public. An advisory board does not serve a regulatory or rule-making purpose. It may participate in the development of public policy by providing comment and advice.

Pursuant to Code of Virginia § 2.2-2498, the Board has the power and duty to:

1. Advise the Governor on ways to improve state policies and programs to support the economic, linguistic, and civic integration of new Americans throughout the Commonwealth;
2. Undertake studies, symposiums, research, and factual reports to gather information to formulate and present recommendations to the Governor related to issues of concern and importance to new Americans in the Commonwealth;
3. Advise the Governor as needed regarding any statutory, regulatory, or other issues of importance to new Americans in the Commonwealth;
4. Collaborate with the Department of Social Services and other public and private entities to recognize and call attention to the significant contributions of new Americans in the Commonwealth; and
5. Report annually by December 1 to the Governor and the General Assembly on the activities of the Office of New Americans and provide recommendations for improving state policies and programs to support the economic, linguistic, and civic integration of new Americans throughout the Commonwealth. The chairman of the Board shall submit to the Governor and the General Assembly an annual executive summary of the interim activity and work of the Board no later than the first day of each regular session of the General Assembly. The executive summary shall be submitted as a report document as provided in the procedures of the Division of Legislative Automated Systems for the processing of legislative documents

and reports and shall be posted to the General Assembly's website. See report procedures for more information.






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B. The Board may apply for, accept, and expend gifts, grants, or donations from public or private sources to enable it to carry out its objectives.






BOARD MEMBERS

Board membership consists of 18 non-legislative residents of the Commonwealth appointed by the Governor who represent or have experience with the faith community; local government; the U.S. Citizenship and Immigration Service; law-enforcement agencies; health, mental health, housing and workforce development organizations; organizations serving youth and the elderly; organizations providing legal services for immigrants; and educational institutions and institutions of higher education. The Executive Officers of the Board are comprised of the Chair, Vice-Chair, Secretary, and Treasurer (collectively called the “Executive Committee”).

Board Members duties:

-  Provide feedback, expertise, and direction to the Board.
-  Abide by the Code of Virginia and the Board’s standard operating procedures, and the Freedom of Information Act (FOIA).
-  Participate in and attend all Board and committee meetings.
-  Exercise appropriate conduct, physically and electronically.
-  Engage with the community to support and formulate recommendations for the Governor and General Assembly.
- ☐ Participate actively in the drafting of the annual report.

Chair Duties:

-  Provide leadership and direction to the Board.
-  Preside at all Board and committee meetings.
-  Guide the Board in carrying out its duties, including strategic planning and preparing the annual report to the Governor and the General Assembly.
-  Submit to the Governor and the General Assembly an annual executive summary.
-  Welcome each new member and connect them with their assigned committee chair.
- ☐ Chair may establish ad hoc committees to work on special projects.
- ☐ Designate a board member to monitor and maintain a spreadsheet of bills relevant to New Americans.

Vice Chair Duties:

- Perform duties and exercise the powers of the Board chair during his/her absence or when directed by the Board.
- Coordinate the process for drafting the Board's strategic plan and annual report.
- Assist in general Board management, perform duties as needed, and have powers as designated by the Board.

Secretary Duties (Optional):

- Take, review and distribute Board meeting minutes.
- In coordination with the chair, vice chair, and Department of Social Services staff (Board liaison), draft and publish appropriate and relevant communications.
- Record attendance, votes, meeting notes, and roll call during Board meetings.

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Treasurer Duties (Optional):

Virginia advisory boards do not have an allocated budget and hence do not typically have their own funds to be managed. In the event that the Board has or is applying for, accepting, and expending gifts, grants, or donations from public or private sources to enable it to carry out its objectives, a Treasurer will:

- Ensure funds are properly held and accounted.
- Make recommendations to the executive committee and Board on the management and utilization of funds.
- Lead fundraising initiatives.

Executive Committee Duties:

- Set the agenda for Board meetings.
- Appoint committee chairs.
- Prepare and propose guiding documents.

Committee Chair Duties:

- Provide leadership and direction to committee members in identifying and delivering a situation analysis of issues impacting the Board's community and recommendations on how the Governor and General Assembly might address them.
- Develop a plan to deliver recommendations in the annual report to the Governor and the General Assembly.
- Ensure work aligns and supports the assigned focus area.
- Communicate with committee members to understand public policy issues and opportunities related to the constituent community.
- Communicate relevant information, policy, draft recommendations, and other data

related to the committee policy domain.

- Prepare committee draft recommendations for the annual report.

EX-OFFICIO MEMBERS

Ex-Officio members of the Board are as follow: Governor's Chief Diversity Officer or designee, and the Chairs the African-American Advisory Board, Asian-American Advisory Board, Latino Advisory Board, and Council on Women or designee. Ex-Officio members attend Board meetings and identify designees to regularly participate in committee meetings, maintaining consistent communication with the Board. Ex-Officio members are a resource to the Board as it carries out its statutory duties.

BOARD LIAISON/ADMINISTRATOR (DEPARTMENT OF SOCIAL SERVICES)

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The Department of Social Services (DSS) staffs the Board. In doing so, the agency employee assigned to staff the Board assists in organizing meeting(s) and overall organization including the following:

- Make room reservations, coordinating meeting schedule with board leadership, speaker/guest invitations, coordinating with relevant Governor's office and state government staff, travel and expense reimbursements.
- Attend all board and committee meetings.
- Adhere to posting and submission requirements of Board documents to Commonwealth Calendar as is consistent with FOIA guidelines.
- Tracks board participation.
- Assist in the submission of reimbursement requests for Board members from DSS.
- Collaborate with Board leadership on agenda topics, speakers, and guests.
- In collaboration with Secretary, provide advanced communication of board meeting(s)/event(s) to Board members to include: providing meeting agendas, minutes, and other relevant documents to the Board at least seven days prior to each Board meeting; posting Board meeting logistics on Board website at least seven days prior to each Board meeting; and prepare, print, and distribute documents for committee Board meetings.
- Work with Board leadership on Board meeting follow-ups and addressing any outstanding topics and progress toward dedicated action items.
- Provide advice and feedback to the Board—providing the Office of New Americans perspective on Board actions/decisions.
- Assist with fostering relationships between board leadership and members of state agencies by facilitating and following up on the dissemination of information, requests, and activities. Encourage engagement and attendance at board meeting(s)

and event(s).

- Assist in the coordination and logistics of events to include summits, forums, and informational meetings. Serve as a conduit to the administration to ensure key personnel are aware of and participate in events. Coordinate with the administration to ensure event focus is in alignment with the administration's priorities. Engage the Office of Constituent Services in event marketing and promotion to relevant constituency groups.
- Facilitate and support Board's efforts to undertake studies, symposiums, research, and factual reports.

SENIOR POLICY ADVISOR TO THE OFFICE OF NEW AMERICANS (GOVERNOR'S OFFICE OF DIVERSITY, EQUITY, AND INCLUSION)

- Collaborate with Board leadership and the DSS Board Liaison/Administrator on agenda topics, speakers, guests.
- Provide support and guidance to the Board, committees, and DSS Board/Liaison/Administrator on preparing content of the annual report to the Governor and General Assembly ■ Assist Board members and DSS Board Liaison/Administrator to connect to state agency resources.
- Proactively identify community events/meetings for the Governor's Office to attend/support the Board's activities.
- Inform Board of Governor's priorities, initiatives, and key announcements.
- Coordinate with the Governor's Office, including Policy and Communications, to share with the Board information on the Governor's priorities and initiatives, relevant press releases, proclamations, key announcements, and state resources.
- Represent the Governor's Office at various community events/meetings.

BOARD COUNSEL (OFFICE OF THE ATTORNEY GENERAL)

- The Board Counsel is an Assistant Attorney General assigned by the Office of the Attorney General to serve as legal advisor to the Board, be present at Board meetings, and ensure board compliance with Virginia and Federal statutes, in particular the Virginia Freedom of Information Act (FOIA) and open meeting law guidelines. As such, Board Counsel will conduct board training as appropriate.

BOARD PROCEDURES

BOARD APPOINTMENT, REAPPOINTMENT, AND RESIGNATION

After the initial staggering of terms, non-legislative citizen members are appointed for a term of four years. Appointments to fill vacancies will be for unexpired terms. No non-legislative citizen member may serve more than two consecutive four-year terms; however, the remainder of any term to which a member is appointed to fill a vacancy does not constitute a

term in determining the member's eligibility for reappointment.

Members at the end of their term should notify the board Chair and Liaison as soon as possible of their intentions to reapply or not. Members should follow procedures laid out by the Secretary of the Commonwealth to seek reappointment if desired.

Board members may ask to resign due to reasonable extenuating circumstances, or they may be asked to resign due to nonfulfillment of their duties.

Grounds for resignation include missed meetings, violation of the Code of Virginia, including FOIA violations, the State and Local Conflict of Interest Act, lack of participation, or inappropriate conduct reflecting poorly on the work and mission of the Board.

To resign, a Board member must submit in writing, via email, a resignation letter addressed to the Chair of the Board with a carbon copy to the DSS Board liaison/administrator.

NEW BOARD MEMBER ORIENTATION




Prior to a new Board member's first Board meeting, they will attend an orientation that will cover the following:

1. Basic Overview of the Board
2. Purpose, Powers, and Duties
3. Code of Virginia and Board Bylaws
4. Standard Operating Procedures
5. Overview of the Board's focus and initiatives
6. Information about Board's Committees
7. Expectations of New Members
8. FOIA Guidelines for Meetings and Communication
9. Travel Reimbursements
10. Other relevant information

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BOARD MEMBER DECORUM

1. Knowledge

-  Understands the Board's vision, mission and values, and sees public service as a responsibility of citizenship.
-  Knows how to build partnerships with the community, be a "team player," when to listen, and when to speak up.
-  Understands community demographics, needs, and the complexity of the challenges presented.
- ☐ Has a full understanding of FOIA and is able to identify and communicate any potential conflict of interest that may arise during their tenure.

2. Skills

- Has strong communication skills, can work to build consensus, and knows how to deal with diverse groups and ideas in a constructive way.
- Has experience in a field or endeavor that contributes to the disciplines that affect the Board, for example, Education, Housing, Business, Health, or Civic Engagement.

3. Attitudes and Personal Characteristics

- Possesses openness and honesty and feels that collaboration is necessary for success.
- Sees self as a servant leader and practices a high moral standard.
- Values personal growth and learning, particularly covering matters of the Board.
- Values diversity, equity, and inclusion; in particular diversity of differences and thought
- Is personally challenged by what is best for the Board and the community.

BOARD MEETING PROCEDURES

- Meeting dates are to be determined by the Chair or as requested by the majority of the Board members.
- Board Officers and DSS Board Liaison/Administrator work together to plan and organize meetings and draft meeting agendas.
- Board Secretaries or designated Board member is responsible for recording meeting minutes and sending the draft and final versions of minutes to the DSS Board Liaison/Administrator for posting on the Commonwealth Calendar.
- Boards are encouraged to conduct committee meetings on the same day as board meetings.

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- Committee chairs must work with the DSS Board Liaison/Administrator to schedule and conduct committee meetings.
- Both General Board and committee meetings must be open to the public and comply with FOIA/COIA guidelines.
- The following is a standard agenda framework for Board meetings:
 1. Call to order
 2. Welcome and introductions
 3. Public comment
 4. Adoption of the agenda, minutes, and membership directory
 5. Potential guest speakers
 6. Committee meetings and reports
 7. Governor's administrative update provided by Governor's Board Coordinator
 8. Policy update provided by Governor's staff
 9. Report by the Chair
 10. General announcements by members

- 11. Announcement of next planned meeting
- 12. Adjournment

BOARD VOTING PROCEDURES

🎬 Voting on all Board business shall be indicated by voice or raising of hands, or otherwise indicating in the case of electronic participation, unless otherwise approved by the Board.

🎬 As needed, the Executive Committee will determine alternative format of voting procedures.

🎬 The “Ayes” and “Nays” of every vote by the Board shall be entered upon the minutes of such meeting.

ELECTION OF EXECUTIVE OFFICERS (CHAIR, VICE CHAIR, SECRETARY, AND TREASURER)

🎬 The Board will hold elections for the Executive Officers each year.

🎬 Board members will submit nominations for candidates to fill an executive officer seat to the Chair and the DSS Board Liaison/Administrator one month prior to the last meeting of the calendar year.

🎬 The DSS Board Liaison/Administrator will confirm whether the nominee is willing to serve in the nominated capacity. The DSS Board Liaison/Administrator will inform Board members the name of the nominated Board members at least two weeks prior to the last meeting of the calendar year. Nominations may also be presented during the Board meeting.

🎬 The current Executive Officers with the support of the DSS Board Liaison/Administrator will conduct annual Election for Executive Officers at the last Board meeting of the calendar year.

🎬 Each nominee will prepare and present a statement to Board members explaining the reason they would like to serve in the position for which they have been nominated.

🎬 Votes to an executive officer seat shall be made at a Board meeting, in the presence of a quorum.

🎬 The seats will be filled through simple majority vote.

🎬 The DSS Board Liaison/Administrator will count, verify, and share the results of the votes.

BOARD STUDIES, SYMPOSIUMS, RESEARCH, AND REPORTS

This section provides a recommended framework for studies, symposiums, research, and reports, including the annual report to the Governor and the General Assembly.

SYMPOSIUMS AND OTHER COMMUNITY EVENTS

- Any event outside the required quarterly Board meetings are to be organized at the discretion of the Board in accordance with FOIA regulations.
- These events are to be organized by the executive officers and Board members with support from the DSS Board liaison/Administrator.
- Such events are to be financed by the Board.

SUBMISSION OF STUDIES, RESEARCH, AND REPORTS:

- Process for developing Studies, Research, and Reports, including the annual report:
 1. Utilize committee meetings as an opportunity to develop and review content of study, research, or report, giving each committee member a dedicated portion of the document. Committee meetings provide opportunities to discuss topics and issues for a study, research, or report with guidance from the DSS Office of New Americans, DSS Board Liaison/Administrator, and Ex Officio members.
 2. Utilize board meetings to focus on recommendations that may be submitted in the study, research, or report as the document draft is being developed.
 3. The Board will finalize draft studies, research, and reports.
 4. Each individual board member will review the final copy of a study, research and report. The document must be approved by the majority of the Board members to be formally adopted.
 5. The final copy of the document will be submitted to the DSS Board Liaison/Administrator for internal distribution to the intended audience.

Guidelines for the annual report:

1. Board chair will share the report draft with the board liaison prior to the October meeting in which the final draft is approved by the board.
2. Board liaison will provide a draft to DSS/ONA for review.
3. Once approved by the board, the board chair will submit the final copy to the Legislative Automated Service.
4. Board chair will send an approved report to the Secretary and Executive Secretary of Health and Human Services, with a copy to the DSS Commissioner and Executive Secretary to the Commissioner, and board liaison. This is for remittance to the governor.
5. The DSS Board Liaison/Administrator in collaboration with board Chair and Governor's Scheduler, will facilitate a meeting with the Governor to include but not limited to Ex-Officio members to review the annual report. The meeting will include elected members of the executive committee and committee chairs. The meeting will be

scheduled for 30-45 minutes. The scheduling procedure should begin in the summer preceding the submission of the Annual Report.

6. The annual report will be released to the public after the meeting with the Governor has taken place. In the absence of a meeting with the Governor, the report may be released to the public after it is formally submitted to both the Governor and General Assembly.

7. The Executive Committee will attempt to follow-up with members of the Governor's administration to review recommendations in further detail and determine next steps.

8. The DSS Board Liaison/Administrator is responsible for ensuring the annual report is appropriately shared with DSS administration.

9. The DSS Board Liaison/Administrator is responsible for ensuring the annual report is appropriately posted to the Board's website and social media platforms.

10. The Board is responsible for ensuring the annual report is appropriately shared with current and former Board members and other relevant community stakeholders.

11. Table of contents to guide annual report composition:

- I. Introductory Letter from the Chair
- II. About the Advisory Board
- III. Executive Summary
- IV. Overview of new American constituency in Virginia
- V. Recommendations
- VI. Proposed Legislative Action
- VII. Proposed Administrative Action
- VIII. Recap of Board Engagement
- IX. Conclusion: Proposed Next Steps
- X. Appendix

APPENDIX A: BOARD GOVERNING STATUTES

COMMONWEALTH OF VIRGINIA 2020 GENERAL ASSEMBLY

CHAPTER 1078

An Act to amend the Code of Virginia by adding in Chapter 24 of Title 2.2 an article numbered 28, consisting of sections numbered 2.2-2496 through 2.2-2499, and by adding a section numbered 63.2- 209.1, relating to Department of Social Services; Office of New Americans created; Office of New Americans Advisory Board created.

[H 1209]

Approved April 10, 2020

Be it enacted by the General Assembly of Virginia:

1. That the Code of Virginia is amended by adding in Chapter 24 of Title 2.2 an article numbered 28, consisting of sections numbered 2.2-2496 through 2.2-2499, and by adding a section numbered 63.2- 209.1 as follows:

Article 28.
Office of New Americans Advisory Board.

§ 2.2-2496. Office of New Americans Advisory Board.

The Office of New Americans Advisory Board (the Board) is established as an advisory board, within the meaning of § 2.2-2100, in the executive branch of state government. The purpose of the Board is to advise the Governor, cabinet members, and the General Assembly on strategies to improve state policies and programs to support the economic, linguistic, and civic integration of new Americans throughout the Commonwealth.

§ 2.2-2497. Membership; terms; compensation and expenses.

A. The Board shall consist of 18 nonlegislative citizen members appointed by the Governor who represent or have experience with the faith community; local government; the U.S. Citizenship and Immigration Service; law-enforcement agencies; health, mental health, housing and workforce development organizations; organizations serving youth and the elderly; organizations providing legal services for immigrants; and educational institutions and institutions of higher education. In addition, the Director of Diversity, Equity and Inclusion for the Commonwealth and the Chairmen of the Virginia Asian Advisory Board, the Latino Advisory Board, the Virginia African American Advisory Board, and the Council on Women, or their designees, shall serve ex officio with nonvoting privileges. Nonlegislative citizen members of the Board shall be residents of the Commonwealth.

Ex officio members shall serve terms consistent with their terms of office.

B. After the initial staggering of terms, nonlegislative citizen members shall be appointed for a term of four years. Appointments to fill vacancies shall be for the unexpired terms. No nonlegislative citizen member shall serve more than two consecutive four-year terms; however, the remainder of any term to which a member is appointed to fill a vacancy shall not constitute a term in determining the member's eligibility for reappointment.

C. The Board shall elect from its membership a chairman and vice-chairman. A majority of the members of the Board shall constitute a quorum. Meetings of the Board shall be limited to four per year and shall be held upon the call of the chairman or whenever the majority of the members so request.

D. Members of the Board shall receive no compensation for their services but shall be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties as provided in §§ 2.2- 2813 and 2.2-2825.

§ 2.2-2498. Powers and duties; acceptance of gifts and grants.

A. The Board shall have the power and duty to:

1. Advise the Governor on ways to improve state policies and programs to support the economic, linguistic, and civic integration of new Americans throughout the Commonwealth;
2. Undertake studies, symposiums, research, and factual reports to gather information to formulate and present recommendations to the Governor related to issues of concern and importance to new Americans in the Commonwealth;
3. Advise the Governor as needed regarding any statutory, regulatory, or other issues of importance to new Americans in the Commonwealth;
4. Collaborate with the Department of Social Services and other public and private entities to recognize and call attention to the significant contributions of new Americans in the Commonwealth; and
5. Report annually by December 1 to the Governor and the General Assembly on the activities of the Office of New Americans and provide recommendations for improving state policies and programs to support the economic, linguistic, and civic integration of new Americans throughout the Commonwealth. The chairman of the Board shall submit to the Governor and the General Assembly an annual executive summary of the interim activity and work of the Board no later than the first day of each regular session of the General Assembly. The executive summary shall be submitted as a report document as provided in the procedures of the Division of Legislative Automated Systems for the processing of legislative documents and reports and shall be posted to the General Assembly's website.

B. The Board may apply for, accept, and expend gifts, grants, or donations from public or private sources to enable it to carry out its objectives.

§ 2.2-2499. Staff; cooperation from other state agencies.

The Department of Social Services shall provide staff support to the Board. All agencies of the Commonwealth shall provide assistance to the Board, upon request.

§ 63.2-209.1. Office of New Americans.

A. There is created in the Department an Office of New Americans (the Office) to assist immigrant integration within the Commonwealth on an economic, social, and cultural level.

B. The Office shall:

1. Implement a statewide strategy to promote the economic, linguistic, and civic

integration of new Americans in the Commonwealth;

2. Work with localities to coordinate and support local efforts that align with the statewide strategy to promote the economic, linguistic, and civic integration of new Americans in the Commonwealth;

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3. Provide advice and assistance to new Americans regarding (i) the citizenship application process and (ii) securing employment, housing, and services for which such persons may be eligible;

4. Provide advice and assistance to state agencies regarding (i) the coordination of relevant policies across state agencies responsible for education, workforce, and training programs, including professional licensure guidance, small business development, worker protection, refugee resettlement, citizenship and voter education or engagement programs, housing programs, and other related programs, and (ii) the dissemination of information to localities and immigration service organizations regarding state programs that help new Americans find and secure employment, housing, and services for which they may be eligible;

5. Educate localities and immigration service organizations on health epidemics and unlawful predatory actions, such as human trafficking, gang recruitment, and fraudulent financial and other schemes, to which communities of such persons may be especially vulnerable;

6. Serve as the primary liaison with external stakeholders, particularly immigrant-serving and refugee serving organizations and businesses, on immigrant integration priorities and policies;

7. Partner with state agencies and immigrant-serving and refugee-serving organizations and businesses to identify and disseminate beneficial immigrant integration policies and practices throughout the Commonwealth;

8. Manage competitive grant programs that replicate beneficial practices or test new innovations that improve the effectiveness and efficacy of immigrant integration strategies; and

9. Advise the Governor, cabinet members, and the General Assembly on strategies to improve state policies and programs to support the economic, linguistic, and civic integration of new Americans throughout the Commonwealth.

2. That the initial appointments by the Governor of nonlegislative citizen members of the Office of New Americans Advisory Board shall be staggered as follows: four members for a term of one year; four members for a term of two years; five members for a term of three years; and five members for a term of four years.

APPENDIX B: ORGANIZATIONAL CHART

